



**U.S. Department of Housing and Urban Development**  
Washington, D.C. 20410

OFFICE OF THE CHIEF PROCUREMENT OFFICER

**REQUEST FOR PROPOSAL: R-OPC- 22890**

**DATE ISSUED: MARCH 15, 2006**

**CLOSING DATE: APRIL 15, 2006**

**CLOSING TIME: 10AM**

**TYPE OF ACQUISITION: FULL AND OPEN 8(a) 100% Competitive**

Dear Offeror:

The Department of Housing and Urban Development (HUD) is soliciting offers under Request for Proposal (RFP) number R-OPC-22890 for Grants Management Center. HUD contemplates award of **FULL AND OPEN 8(a) 100% Competitive** type contract in connection with the solicitation with a period of performance of 1 year base and (2) 12 month options.

The North American Industrial Classification System (NAICS) code is 541611, with a small business size standard of \$ 6.5 million.

The RFP is enclosed and contains the following sections:

**Part I, The Schedule**

- A. Solicitation/Contract Form (the SF33)
- B. Supplies or Services and Prices/Costs
- C. Descriptions/Specifications/Work Statement
- D. Packaging and Marking
- E. Inspection and Acceptance
- F. Deliveries or Performance
- G. Contract Administration Data
- H. Special Contract Requirements

**Part II, Contact Clauses**

- I. Contract Clauses

**Part III, List of Documents, Exhibits, and Other Attachments**

- J. List of Attachments

**Part IV, Representations and Instructions**

- K. Representations, Certifications, and Other Statements of Offerors or Respondents
- L. Instructions, Conditions, and Notices to Offerors or Respondents
- M. Evaluation Factors for Award.

Offeror's interested in responding to the RFP should prepare a proposal in accordance with the guidelines contained in section L (Instructions to Offerors.) The Government

will evaluate proposals using the evaluation factors contained in section M (Evaluation Factors for Award) and will award the contract to the offeror whose proposal is determined to represent the overall best value to the Government.

If you elect to respond to this RFP, your proposal **must** be received at the following address by the closing date and time specified above. Late submissions will not be considered.

U.S. Department of Housing and Urban Development  
Office of the Chief Procurement Officer  
451 Seventh Street, SW, Room 5256  
Washington, DC 20410-3000  
Attn.: Ms. Timiko D. Wilkins

If you elect to hand-carry your proposal prior to the date/time set for closing, you are advised that the HUD building is a secure building. Visitors will be required to walk through a metal detector, have all belongings screened by an x-ray system, show valid picture identification, and sign the visitor's log. Guards will telephone the visitor's point of contact prior to allowing entry. This **will** require extra time, and therefore, you must ensure that any commercial delivery service or company employee has appropriate identification, and should allow sufficient additional time for hand deliveries. Delays experienced at the guard desk or refusal of admission to the building **do not** constitute an excusable delay.

Thank you for considering RFP number R-OPC-22890. If you have any questions about the RFP please contact Ms. Timiko D. Wilkins, Contract Specialist, at 202/708-1772, ext. 7145

Sincerely,

Gloria L. Freeman  
Contracting Officer  
Program Support Branch  
Administration Support Division

Attachment(s)

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING N/A		PAGE OF 1		PAGES 60	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER R-OPC-22890		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED		6. REQUISITION/PURCHASE NUMBER R-2005-PG-0001	
7. ISSUED BY U.S. Department of Housing and Urban Development (HUD) Office of the Chief Procurement Officer 451 Seventh Street, SW, Room 5256 Washington DC 20410-3000				CODE TW04		8. ADDRESS OFFER TO (If other than Item 7)			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

### SOLICITATION

9. Sealed offers in original and See Section L copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in 10 AM local time 04/15/06 (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All Offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:		A. NAME <b>TIMIKO D. WILKINS</b>		B. TELEPHONE (NO COLLECT CALLS) AREA CODE <b>202</b> NUMBER <b>708-1772</b> EXT. <b>7145</b>		C. E-MAIL ADDRESS <b>TIMIKO_D._WILKINS@HUD.GOV</b>	
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(X)	SEC.	DESCRIPTION	PAGE(S)	(X)	SEC.	DESCRIPTION	PAGE(S)
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### OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)		10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:		AMENDMENT NO.	DATE	AMENDMENT NO.	DATE
15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE		17. SIGNATURE	18. OFFER DATE

### AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(b) ( 2 ) <input type="checkbox"/> 41 U.S.C. 253(c) ( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM	
24. ADMINISTERED BY (If other than Item 7) U.S. Department of Housing and Urban Development (HUD) Office of the Chief Procurement Officer 451 Seventh Street, SW, Room Washington DC 20410-3000		CODE		25. PAYMENT WILL BE MADE BY U.S. Department of Housing and Urban Development (HUD) Ft. Worth Accounting Center P.O. Box 2905 Ft. Worth TX 76113-2905	
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		28. AWARD DATE	

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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## PART I - SCHEDULE

### SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

#### B.1 Cost Plus Fixed-Fee (CPFF) CONTRACT TYPE

**The Grants Management Center (GMC)**

#### **PART I - THE SCHEDULE**

### **SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS**

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#### **BASE YEAR (12 MONTHS)**

<b>CLIN</b>	<b>Description of Services</b>	<b>Total Estimated Cost</b>
<b>0001</b>	Description of Services: <b><u>Processing Grants-</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work - Para 9.1 thru 9.1.4)	\$
<b>0002</b>	Description of Services: <b><u>Obtain Qualified and Competent Reviewers-</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.2.1 thru 9.2.3.2)	\$
<b>0003</b>	Description of Services: <b><u>Processing Site Logistical Support for Each Grant Application Review -</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.3 thru 9.3.2.3)	\$
<b>0004</b>	Description of Services: <b><u>Manage Application Inventory -</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.4 thru 9.4.2.3)	\$
<b>0005</b>	Description of Services: <b><u>Screen and Review Applications -</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work - 9.5 thru 9.5.3)	\$
<b>0006</b>	Description of Services: <b><u>Develop Grant Review Guidebooks -</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.6 thru 9.6.4.2)	\$

<b>0007</b>	Description of Services: <b><u>Develop Training Tools and Train Reviewers</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.7 thru 9.7.2)	\$
<b>0008</b>	Description of Services: <b><u>Onsite Database Support</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.8 thru 9.8.6.3)	\$
<b>0009</b>	Description of Services: <b><u>Ad Hoc And Special Reports</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.9 thru 9.9.4.3)	\$
	<b>FIXED FEE FOR (BASE YEAR)</b>	\$
	<b>TOTAL EST. COST PLUS FIXED FEE AMOUNT (BASE YEAR)</b>	\$

#### OPTION I (12 MONTHS)

CLIN	Description of Services	Total Estimated Cost
<b>0001A</b>	Description of Services: <b><u>Processing Grants</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work - Para 9.1 thru 9.1.4)	\$
<b>0002A</b>	Description of Services: <b><u>Obtain Qualified and Competent Reviewers</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.2.1 thru 9.2.3.2)	\$
<b>0003A</b>	Description of Services: <b><u>Processing Site Logistical Support for Each Grant Application Review</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.3 thru 9.3.2.3)	\$
<b>0004A</b>	Description of Services: <b><u>Manage Application Inventory</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.4	\$

	thru 9.4.2.3)	
<b>0005A</b>	Description of Services: <b><u>Screen and Review Applications</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work - 9.5 thru 9.5.3)	\$
<b>0006A</b>	Description of Services: <b><u>Develop Grant Review Guidebooks</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.6 thru 9.6.4.2)	\$
<b>0007A</b>	Description of Services: <b><u>Develop Training Tools and Train Reviewers</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.7 thru 9.7.2)	\$
<b>0008A</b>	Description of Services: <b><u>Onsite Database Support</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.8 thru 9.8.6.3)	\$
<b>0009A</b>	Description of Services: <b><u>Ad Hoc And Special Reports</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.9 thru 9.9.4.3)	\$
	<b>FIXED FEE FOR (OPTION I)</b>	\$
	<b>TOTAL EST. COST PLUS FIXED FEE AMOUNT (OPTION I)</b>	\$

#### OPTION II (12 MONTHS)

CLIN	Description of Services	Total Estimated Cost
<b>0001A</b>	Description of Services: <b><u>Processing Grants-</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work - Para 9.1 thru 9.1.4)	\$
<b>0002A</b>	Description of Services: <b><u>Obtain Qualified and Competent Reviewers-</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.2.1 thru	\$



	9.2.3.2)	
<b>0003B</b>	Description of Services: <b><u>Processing Site Logistical Support for Each Grant Application Review</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.3 thru 9.3.2.3)	\$
<b>0004B</b>	Description of Services: <b><u>Manage Application Inventory</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.4 thru 9.4.2.3)	\$
<b>0005B</b>	Description of Services: <b><u>Screen and Review Applications</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work - 9.5 thru 9.5.3)	\$
<b>0006B</b>	Description of Services: <b><u>Develop Grant Review Guidebooks</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.6 thru 9.6.4.2)	\$
<b>0007B</b>	Description of Services: <b><u>Develop Training Tools and Train Reviewers</u></b> - The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.7 thru 9.7.2)	\$
<b>0008B</b>	Description of Services: <b><u>Onsite Database Support</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.8 thru 9.8.6.3)	\$
<b>0009B</b>	Description of Services: <b><u>Ad Hoc And Special Reports</u></b> The Contractor shall provide the necessary personnel to perform the services in accordance with Section C (Statement of Work – Para 9.9 thru 9.9.4.3)	\$
	<b>FIXED FEE FOR (OPTION II)</b>	\$
	<b>TOTAL EST. COST PLUS FIXED FEE AMOUNT (OPTION II)</b>	\$

## **B.2 PERFORMANCE SCHEDULE**

This contract consists of a 12-month base period and two (2) 12-month option periods. The performance periods are as follows: Base Period: June 1, 2006 through May 31, 2007, Option Period I: June 1, 2007 through May 31, 2008, Option Period II: June 1, 2008 through May 31, 2009.

## **B.3 AS 116 ESTIMATED COST AND FIXED FEE**

(a) It is estimated that the total cost to the Government for full performance of this contract will be [**“To be completed at the time of award”**], of which [**“To be completed at the time of award”**] represents the estimated reimbursable costs, and [**“To be completed at the time of award”**] represents the fixed fee. The costs will be evaluated for reasonableness.

(b) If this contract is incrementally funded, the following shall apply:

(1) Total funds currently available for payment and allotted to this contract are [**“To be completed at the time of award”**], of which [**“To be completed at the time of award”**] represents the limitation for reimbursable costs and [**“To be completed at the time of award”**] represents the proration of fixed fee. For further provisions on funding, see clause FAR 52.232-22, Limitation of Funds, herein.

(2) If and when the contract is fully funded, as specified in paragraph (a) of this clause, the clause at FAR 52.232-20, Limitation of Cost, herein, shall become applicable.

(3) The Contracting Officer may allot additional funds to the contract up to the total specified in paragraph (a) of this clause without the concurrence of the contractor.

## SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

### PART I – DESCRIPTION OF SERVICES

#### 1 INTRODUCTION

The Grants Management Center (GMC), located in Washington, DC, is an internal service organization within the Department's Office of Public and Indian Housing (PIH). The GMC provides a centralized, streamlined process for the review, processing, administration and award of PIH categorical grants. Categorical program applications submitted in response to Notices of Funding Availability (NOFAs) are processed and awards are determined according to criteria specified in the NOFAs. This centralized process enables Field Office staff in cities throughout the nation to concentrate on providing technical assistance and monitoring program performance, which contributes to the success of HUD/PIH programs. Contracting support is critical in order for the GMC's limited staff to successfully complete the processing of PIH grants in a timely manner.

In order to insure consistency, appropriate allocation of federal funds, and proper reporting of financial data in the assessment process, the following is required:

- 1.1 The GMC serves PIH with respect to several categorical grant programs. Congressional appropriations and/or HUD policy determine the programs to be funded and start dates. Consequently, the number of programs included in the GMC's processing inventory may increase or decrease and start dates may vary. It is also important to note that start dates can be amended or postponed based on amendments to a published NOFA. There may also be instances where several rounds of the same program must be processed during the contract term. In addition, processing of grants under this contract may span more than one fiscal year.
- 1.2 In any given fiscal year, an estimated 3,000 applications may be received in response to NOFAs for categorical programs in the GMC's inventory. The number of applications to be processed in conjunction with the various categorical grant programs ranges from an estimated minimum of 25 to more than 700 applications depending upon the program. In this regard it is anticipated that some of the programs to be processed during the contract term include but may not be limited to the following:
  - **Capital Fund**  
Resident Opportunities and Self Sufficiency Programs (ROSS) – Services Delivery Models[RSDM], ROSS Family, ROSS Elderly and Persons with Disabilities, Family Self Sufficiency (FSSR), Homeownership Supportive Services; Neighborhood Networks
  - **Housing Choice Voucher Programs**  
Mainstream, Family Self Sufficiency (FSS)
  - **Operating Subsidy**  
Incentive programs
- 1.3 Categorical applications are selected competitively; however, first-come, first-served or lottery have been selection options prescribed by NOFAs over the years. The GMC conducts the entire grant application process for the Categorical Grants. This includes participating in the development of the NOFA, application kit, operating guidelines, reviewing, rating and ranking of applications, providing a listing of applications ranked in accordance with NOFA criteria for final validation and approval, providing instructions for fund assignments to implement the award selections; dissemination of appropriate notifications to HUD's Office of Congressional and Intergovernmental Relations, Public Affairs, field offices and applicants. Guidance on the grant process is provided to all PIH Offices, and statistical and qualitative data and reports pertaining to the

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results of grants processing are provided as a service to PIH's Program Offices and other HUD organizations by the GMC.

- 1.4 While PIH formula programs are not currently in the GMC's processing inventory, processing and reporting assistance is provided on demand. GMC's administration of Formula Program (entitlement) may require determining grant amounts for each Public Housing Authority (PHA), notifying applicable entities of grant amounts, preparing grant approval documents and fund reservation documents. Other services may include – providing guidance and official formula implementation processing instructions to field office staff, remotely monitoring HUD field office performance, monitoring of budgets and tracking systems.

**2 SCOPE** - The contractor shall provide the human, logistical, and database support needed to process categorical grants.

**3 OUTCOME** - Upon completion, GMC will have contributed toward PIH program goals to ensure safe, decent, and affordable housing; create opportunities for residents' self-sufficiency and economic independence; and assure the fiscal integrity of all program participants.

## **4 DEFINITIONS, ABBREVIATIONS AND APPLICABLE DOCUMENTS/PUBLICATIONS**

### **4.1 DEFINITIONS**

- 4.1.1 DAY – means calendar day unless stated otherwise. If a deliverable is due on a weekend or Federally recognized holiday the deliverable shall be considered due the next business day.

### **4.2 ABBREVIATIONS**

- 4.2.1 CRT – Criteria Review Tool/database
- 4.2.2 GMC - Grants Management Center
- 4.2.3 FO – field office
- 4.2.4 GA –Grant Administrator
- 4.2.5 GTM – Government Technical Monitor
- 4.2.6 GTR – Government Technical Representative
- 4.2.7 HUD – U.S. Department of Housing and Urban Development
- 4.2.8 HQ – HUD Headquarters
- 4.2.9 JAWS - HUD's standard screen reader
- 4.2.10 MPR – Monthly Progress Report
- 4.2.11 NOFA – Notice of Funding Availability
- 4.2.12 PIH – Public and Indian Housing
- 4.2.13 PHA – Public Housing Agency
- 4.2.14 SOP - Standard Operating Procedures

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4.2.15 QCP – Quality Control Plan

4.2.16 TL – Team Leader

5 **GOVERNMENT FURNISHED ITEMS AND SERVICES** – The GTR/GTM will assure that contractor has VPN access to use HUD’s LAN, common drives, GIMS/Grants.gov, and any future grants management systems.

### 6 **CONTRACTOR FURNISHED ITEMS AND SERVICES**

6.1 The contractor shall perform a range of activities related to the processing of each grant program including:

- 6.1.1 Development of an overall Grants Management Center Support Plan and specific Grant Review Support Plans for each grant review.
- 6.1.2 Provision of review site database support, including data entry, validation, reconciliation, quality control and modifications as necessary.
- 6.1.3 Migrate/interface database with HUD’s Grants.gov infrastructure, grants management system, and/or other implemented mandatory systems.
- 6.1.4 Provide assistance to the GMC in obtaining reviewers with the appropriate expertise required for reading, screening and assessing how applicants satisfy program criteria and factors for program funding.
- 6.1.5 Provision of comprehensive logistical support for each grant review, including coordination of travel logistics for reviewers, including obtaining adequate lodging and airline reservations.
- 6.1.6 Quality control management of the application inventory.
- 6.1.7 Provision of or assistance with reviewer training.
- 6.1.8 Design and development of training tools/documents and standard Grant Review Guidebook
- 6.1.9 Preparation of funding notification documents.
- 6.1.10 Mass mailings.
- 6.1.11 Preparation of status, progress, and ad hoc reports documenting the review process, results, and annual summary of GMC accomplishments.
- 6.1.12 Track funding and related activities and reconciliation of actual status in funding cycle.

6.2 The contractor shall provide the necessary personnel, materials, services, equipment, and otherwise do all things necessary for, or incidental to, the performance of the specific tasks described herein. This includes pre and post processing tasks, instituting quality control measures to assure that first-draft work products provided to the GMC contain minimal errors and documents submitted to the GMC as final are complete. The contractor shall not be held accountable for changes made by the GMC that are substantially different from what was originally provided.

6.3 The contractor shall appoint a Program Manager and an Alternate Program Manager. The Program Manager and Alternate Program Manager shall be listed as key personnel per HUDAR 2452.237-70 “KEY PERSONNEL” and shall, at a minimum, receive the work assignments from the GTM.

6.4 The contractor shall provide staff to support the GMC with on-going automation projects that include updating and implementing criteria review tool and web-based, three-tier databases and integration of the tool/database, or grants management processing workflows into HUD systems assuring compliance with HUD environment requirements.

6.5 The individuals performing the review services shall have the appropriate expertise to complete the review process for each grant program in GMC’s inventory. Appropriate expertise includes but are not limited to the following: writing, reading comprehension, ability to interpret federal regulations or other guidelines, analytical skills; experience in writing or reviewing grants, contracts, or requests for proposals and writing major reports. The contractor shall ensure that reviewers have the general analytical and writing skills necessary to complete a quality review, in addition to the specific technical training they will receive, for the particular grant program.

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- 6.6 The contractor shall provide the Contracting Officer with the signed original of the Contractor Employee's Non-disclosure Agreement not later than two days before the Post Award Conference or two days before a new employee starts work on this contract.

### 7 **36 CFR § 1194.31, U.S. ARCHITECTURAL AND TRANSPORTATION BARRIERS COMPLIANCE BOARD (ACCESS BOARD) STANDARDS AS RELATED TO CONTRACT DELIVERABLES**

Unless otherwise specified, all deliverables under this requirement shall comply with 36 CFR § 1194.31, U.S. Architectural and Transportation Barriers Compliance Board (Access Board) Standard – Functional Performance Criteria and 36 CFR § 1194.22, U.S. Architectural and Transportation Barriers Compliance Board (Access Board) Standard Web-based Intranet and Internet Information and Applications and 36 CFR § 1194.41, U.S. Architectural and Transportation Barriers Compliance Board (Access Board) Standard – Information, Documentation and Support under the authority of Section 508 of the Rehabilitation Act Amendment of 1998. In order to comply with these standards, the contractor shall submit all deliverables in soft copy in a format readable by the assistive technology programs, such as JAWS (HUD's standard screen reader). Any necessary charts, graphs, or illustrations provided in the body of the document shall provide a descriptor of the nature of the chart, graph, or illustration.

### 8 **DELIVERABLES**

- 8.1 **DRAFT DELIVERABLES** – The contractor shall deliver all draft documents to the GTM stapled in the upper left-hand corner. See Technical Exhibit for the number of copies.
- 8.2 **FINAL DELIVERABLES** - The contractor shall deliver all final deliverables bound separately with a clear plastic cover and a secure back to the GTM. The contractor shall deliver one soft copy to the GTR and shall provide an e-mail notification to the Contracting Officer that the GTR and GTM have been provided the deliverable. See Technical Exhibit for the number of copies.

### 9 **SCOPE OF WORK**

#### 9.1 **TASK 1 – Processing Grants**

- 9.1.1 The contractor shall perform the **Intake Process**, which entails documenting the receipt of applications, entering processing information into the CRT, and preparing application binders in specified format that facilitates ease of review and assessment. Effective 2005, all applications are submitted electronically, except for those from applicants that requested and receive an electronic submission waiver.
- 9.1.2 The contractor shall perform the **Initial Screening** phase where the primary goal is to determine timeliness, completeness and eligibility based on the requirements of the general and program-specific sections of the SuperNOFA
- 9.1.3 The contractor shall perform the **Threshold Review** using the criteria for thresholds to determine if applicants meet SuperNOFA and program-specific requirements. These must be met for applicants to proceed to Technical Review and consideration for funding.
- 9.1.4 The contractor shall perform the **Technical Review**, where applications are evaluated and rated based on how well they address each rating factor in the SuperNOFA.

#### 9.2 **TASK 2 - Obtain Qualified and Competent Reviewers**

- 9.2.1 The contractor shall assist the GTM by recruiting a sufficient number of reviewers and panel/team leaders with the appropriate expertise to complete the review process for each grant program in GMC's inventory. Appropriate expertise includes but are not limited to the following: writing, reading

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comprehension, ability to interpret federal regulations or other guidelines, ability to use computers, analytical skills; experience in writing or reviewing grants, contracts, or requests for proposals and writing major reports. The contractor shall ensure that reviewers have the general analytical and writing skills necessary to complete a quality review, in addition to the specific technical training they will receive, for the particular grant program. It is anticipated that panel/team leaders will be recruited from various HUD field offices around the country. Further, it is anticipated that non-governmental reviewers or outside experts, “peer reviewers” will be recruited primarily and as feasible from the Washington/Baltimore metropolitan area to contain costs. It is possible, but not probable, that reviewers may be obtained from HUD field offices, other program offices within HUD Headquarters or other Federal agencies located in the Washington, DC metropolitan area. The GTR/GTM and GMC staff shall have input into the selection of reviewers and final approval of the reviewers selected.

### **9.2.2 The contractor shall:**

- 9.2.2.1 Assure that Reviewers not review an application originating from his/her state, from any housing authority with whom the reviewer has had any connection (either business or personal) and/or with whom the reviewer has had any business or personal interest pending. Each reviewer shall be required to certify to these statements for each application reviewed;
- 9.2.2.2 Recruit “backup” reviewers, in the event any selected reviewers either cancel at the last minute or have to leave the review early due to illness or personal emergencies submission for reasonableness as it relates to prior years’ data and all other available information;
- 9.2.2.3 Avoid increased travel costs and facilitate timely completion of reviews. The contractor will attempt to recruit reviewers, panel/team leaders who are able to conduct reviews over a consecutive time period. This may involve working on weekends, which would result in the accrual of Compensatory time for government employees. The GMC is responsible for approval of Compensatory time for HUD staff for reasonableness as they relate to the financial information and notes to the financial statements.
- 9.2.2.4 The total number of reviewers and panel/team leaders for each review will vary according to the total number of applications received. However, it is anticipated that a total number of approximately 200 reviewers will be required for all of the grant reviews, therefore the contractor shall work with both the GTR/GTM and GMC staff to determine the final number of reviewers that are needed for each review.
- 9.2.2.5 As stated previously, we anticipate panel/team leaders to come from HUD field offices and it is estimated that 50 panel/team leaders are required for all grant reviews. Because the numbers of panel/team leaders needed are only estimates, the contractor shall work with both the GTR/GTM and GMC staff to determine the final number of panel/team leaders that are needed for each review.

### **9.2.3 DELIVERABLES**

- 9.2.3.1 The Reviewers’ resumes for specific programs are due to GMC 30 calendar days prior to the scheduled training date established by the GMC.

The GTM will provide the written comments to the contractor, via e-mail, not later than two days of receipt of the documents.

- 9.2.3.2 The subsequent list of confirmed reviewers are due to GTM 10 working days prior to the scheduled training date.

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The scheduled date for deliverables in this regard can be adjusted by joint agreement between the GTM and contractor based on unanticipated changes that would necessitate expedited processing.

### 9.3 **TASK 3 - Processing Site Logistical Support for Each Grant Application Review**

- 9.3.1 In coordination with and subject to approval of the GTR/GTM, the contractor will select a GMC command center site that will accommodate the receipt, storing, and distribution of applications, the training of reviewers, and reviews of applications by the reviewers. To contain costs, one site to accommodate these functions is preferred. In instances when multiple program reviews are conducted simultaneously, grant review sites may be required to conduct application review sessions. If it is not feasible for the GMC command center to accommodate application review sessions, grant review sites will be required to conduct training and review of applications for all programs in GMC's processing inventory. The *command center and grant review sites* must be equipped to access the GMC database. The site for the *command center*, at which the contractor will receive applications, shall be located in the Washington, DC metropolitan area, preferably easily accessible by GMC staff. The grant review sites shall be located within reasonable walking distance or accessible from GMC headquarters in Washington, DC via Metro trains. For each review, the grant review site must be located either in a single hotel/office building or multiple hotels/office buildings within reasonable walking distance of one another. The grant review site must have appropriate facilities/rooms for the training of reviewers and review of applications by individual reviewers, and also must have small meeting rooms to accommodate the total number of panel leaders that will be conducting daily progress meetings with reviewers. Whether the grant review site and *command center* are co-located or at separate locations, the contractor will arrange for the transport of necessary equipment and grant applications (picking up and distributing applications and any equipment) by courier, if necessary, on a daily basis between the grant review site and the *command center* or the Grants Management Center as applicable. The site(s) must be accessible to public transportation and adequate eating facilities. The site(s) must be Section 508 of the Rehabilitation Act Amendment of 1998 compliant. If the contractor and the GTR/GTM decide that the most appropriate space for each grant review is at the hotel where reviewers are being lodged, the contractor is to negotiate for separate meeting rooms to hold the reviewer training, and daily panel meetings at the hotel at minimal or no cost.
- 9.3.2 The contractor shall :
- 9.3.2.1 Consult with the GTR/GTM, in deciding the most appropriate space for each grant review. The GTR/GTM will have final approval on space for grant reviews and training sites. Regardless of whether the space is at the hotel where reviewers are being lodged or at some other location within walking distance of the hotel where reviewers are being lodged, the contractor is to negotiate for separate meeting rooms to hold the reviewer training and daily panel meetings, and also for space for GMC's grant administrators to work at the hotel at minimal or, if possible, no cost. Working space must be adjacent to or otherwise closely located to allow convenient interaction between grant administrators, team leaders and reviewers. Grant administrators and team leaders require a degree of privacy to perform consolidation and comprehensive tasks and accommodations must be provided accordingly.
- 9.3.2.2 In coordination with the GTR/GTM, with input from the Grant Administrators, the contractor shall arrange for microphones, audio-visual equipment, and other equipment, as necessary, for reviewer training sessions. The GTR/GTM and Grant Administrators will coordinate any additional needs for audio-visual support with the contractor once the review schedule is finalized. If necessary, the contractor shall also procure/rent facsimile machines, copy machines, phones, computers, and supplies in sufficient numbers or quantities to adequately set up and accommodate the work of both *command center* and the grant review sites.
- 9.3.2.3 Assist the GTM by reserving a sufficient number of hotel rooms (a "block" of rooms) in one hotel for all HUD field office reviewers/panel leaders traveling to Washington, DC for the grant reviews.



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Lodging costs shall be no more than the government-approved rate for Washington, DC (Contact the GTR/GTM for current rates). For some of the grant reviews, it is estimated that reviewers will spend a minimum of 10 (ten) full working days (i.e. Monday through Friday for two weeks), which would encompass 12 nights of lodging, on each grant review. Before attempting to reserve the number of rooms needed for all of the grant reviews, the contractor will consult with the GTM for the final number of reviewers and panel/team leaders (per grant review) that will require lodging. GMC's Grant Administrators will instruct panel/team leaders from HUD field offices to properly confirm their own hotel reservations at the hotel chosen by the contractor and the GTR/GTM. Further, HUD field office panel/team leaders will be instructed to make their own airplane/train reservations through their local HUD office's travel agent.

### **9.4 TASK 4 - Manage Application Inventory**

9.4.1 NOFAs require that applications be submitted to the GMC for processing. In this regard, the receipt and processing must be properly documented. For each review, the contractor, in conjunction with GMC staff, will be responsible for receiving and organizing applications and making provisions to track their location throughout the review process. Grants.gov has been implemented and applications will now be submitted electronically. All documents of the application package may not be sent electronically through Grants.gov. Some documents may be mailed or faxed and all documents must be received and combined to complete receipt of the entire application package. All of the steps involved should be coordinated with and approved by the GTM and/or the appropriate Grant Administrator.

9.4.2 The contractor shall:

9.4.2.1 Be responsible for opening and verifying the contents of application packages (making sure that receipt information is maintained, including postage information if applicable); date and time stamping applications; and providing information to database support staff to develop a full inventory of applications received. The contractor shall also be responsible for, among other things, assigning a control number to each application, performing quality control to ensure that no two applications have the same number or that a single application mistakenly receives two numbers, and that all of the applications received are correctly associated with the NOFA under which they were submitted.

9.4.2.2 In consultation with the GTM and GMC staff, implement quality control measures and tracking systems to ensure that all applications are assigned to and returned by the appropriate review panels and reviewers. In doing so, the contractor shall ensure that applications are assigned to reviewers who possess the appropriate expertise. The contractor will also ensure that all reviewers comply with the provisions of the HUD Reform Act.

9.4.2.3 With the GTM, and GMC staff, shall ensure that panel/team leaders and reviewers are free of any conflicts of interest. That is, no reviewer may review an application originating from his/her state, from any housing authority or non-profit organization with whom the reviewer has had any connection (either business or personal) and/or with whom the reviewer has had any business or personal interest pending. Each reviewer shall be required to certify to these statements for each application reviewed.

### **9.5 TASK 5 - Screen and Review Applications**

9.5.1 During the screening and review process the assigned Grant Administrator (or knowledgeable designee) will be present at the *command center/review sites* to review completed documents, assist in quality control and assurance, review report specifications, and reconciliation.

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Panel leaders, shall generally be HUD employees, acting as technical supervisors of reviewers and officially score all applications based on facts presented by reviewers on how applicant satisfies program criteria and factors. In instances where HUD panel leaders believe that the quality of reviews from reviewers is insufficient to meet HUD's needs, the panel leader will notify the Grant Administrator. The Grant Administrator will notify the GTM who will in turn notify the contractor of the specific deficiencies and the corrections required. Corrections must be made immediately, and may include removal of a reviewer.

### 9.5.2 The contractor shall:

9.5.2.1 Work with GMC staff and database support staff to assign applications to reviewers assuring that applications assigned to reviewers are from a different part of the country than where the reviewer resides. Depending on the grant program, more than 1 (one) reviewer may be required to review each application. Each reviewer is to provide clear and concise comments that adequately present the facts and documents how applicant satisfies assessment criteria. (In the event that the computer-based tool is not available, legible written documents are required.) The contractor shall develop a tracking system for the flow of applications and all associated processing documents, (review forms, score sheets, deficiency letters, etc). The Contractor shall assist GMC staff in setting up quality control procedures to ensure review packages are complete and scores are adequately supported by reviewers' comments. Reviewers will be specific in their comments regarding the strengths and weaknesses for each of the factors assessed and subsequently scored and should be made aware that comments may be provided to housing authorities, Congressional representatives, local government officials and other interested parties.

9.5.2.2 The contractor shall establish quality control procedures for reconciliation and third reviews (if needed) to manage the movement of applications in and out of the grant review site and grant processing command center and ensure follow-up comments are provided to justify any changes in scores.

### 9.5.3 **DELIVERABLE** - At the conclusion of the review process, and depending on the requirements of each program,

- a. Provide an original and one copy of complete application with all review documentation.
- b. Send all applications files received, to the HUD Clearinghouse within (5) five calendar days, or as specified by the GTM.
- c. Provide a copy of funded/awardees' review documentation to the respective Field Office.

## 9.6 **TASK 6 – Develop Grant Review Guidebooks**

9.6.1 The contractor shall develop Grant Review Guidebooks that contain specific guidance relative to each program. For purposes of this task description, the definition of "develop" shall include "revise or update, as appropriate". For the purpose of clarifying the deliverable under this task, the determination will be made by the GTM, based on a recommendation by the Grant Administrator. In addition, if it is determined that the existing Guidebook is acceptable without change, a deliverable under this task will not be required.

9.6.2 The contractor shall also be responsible for working with the GTM and GMC staff to develop worksheets, assessment forms, and scores sheets in which program criteria and review factors are described in sufficient detail to support reviewer findings of facts and actual scoring of applications. The Guidebook will encompass the GMC's operating procedures as well as include guidelines, instructions, and guidance for reviewers. The Guidebook will be based on the NOFA, including amendments to the NOFA where applicable, and any available instructions, guidance or interpretation of the NOFA. The Guidebook will include all worksheets, assessment forms, and score sheets required to complete reviews of applications.

The GTR/GTM shall have 10 (ten) working days to review the draft report and request revisions or clarifications. Any recommendations or clarifications made by the GTR/GTM must be incorporated into the final report and resubmitted to the GTR/GTM by the contractor within 5 (five) working days.

- 9.6.3 The contractor shall be responsible for reproducing copies of each Guidebook, worksheets, assessment forms, score sheets, and budget data input sheets for distribution to reviewers. The contractor shall also be requested to duplicate copies of the operating procedures. The number of copies of the Guidebook and/or operating procedures needed for each review will depend on the number of reviewers assigned to a particular grant review. The contractor will work with the GTM and GMC staff to determine the number of Guidebooks, and/or procedures that are needed for each review.

9.6.4 **DELIVERABLE –**

- 9.6.4.1 One copy of the draft Guidebook shall be submitted to the GTR and 5 (five) copies of the Guidebook shall be submitted to the GTM for comment by the Grant Administrator 50 (fifty) working days prior to scheduled training.

The Grant Administrator shall submit comments to the contractor within 10 (ten) working days from receipt of the draft Guidebook.

- 9.6.4.2 . The contractor shall submit to the GTR/GTM the final Grant Review Guidebook incorporating the Grant Administrator's comments and suggestions no later than 10 (ten) working days prior to scheduled training. The scheduled date for deliverables in this regard can be adjusted by joint agreement between the GTM and contractor based on unanticipated changes that would necessitate expedited processing.

9.7 **TASK 7 – Develop Training Tools and Train Reviewers**

- 9.7.1 For each review, the contractor shall assist with training reviewers on the review of grant applications. Depending on the complexity of the applications being reviewed, a training session may last from approximately ½ day to 2 days. The contractor shall ensure that no reviewer is permitted to review an application prior to receiving the required training. In addition to the formal training, reviewers are required to attend scheduled meetings with the assigned Team Leader and/or Grant Administrator. The meetings are a vehicle for disseminating changes, responding to questions arising from the application reviews and providing training updates. The contractor shall ensure that all reviewers attend these meetings. This requirement should be included in the terms of the contract for the reviewers.
- 9.7.2 The required training support will include preparation of training materials, reproduction of materials, training facilitation, and coordination with the GMC and Program Office requirements.

9.8 **TASK 8 – Onsite Database Support**

- 9.8.1 The contractor's database support staff shall maintain and support the existing grant management database system by periodically importing, exporting, and archiving mission critical data; providing management, standard, and ad-hoc reports to GMC staff in a timely manner; and implementing database change requests that may include form changes and back-end logic changes. GMC staff will provide report formats, GMC grant datasets, and change requests. The contractor shall provide personnel with the technical expertise in the daily use of the GMC database system by non-technical staff: operational support; technical support; end user support; remedial and preventive maintenance; system tuning; and management of relational databases.

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- 9.8.2 The contractor shall provide system platforms for a three-tiered database system and that shall include web-hosting. The contractor shall be responsible for installing necessary software, configuring, maintaining, and supporting these system platforms.
- 9.8.3 The contractor shall support GMC by providing technical expertise in automating manual report and generating processes with the use of the GMC database system and its client tool. This may include automated award letters, congressional notifications, and other summary reports. The contractor shall conduct data and workflow analysis to improve the current system operations.
- 9.8.4 Realizing that requirements change with a very short notice, the contractor shall meet with appropriate GMC staff periodically to discuss and make the modification of the database system and provide support with on-going automation project. The contractor shall promptly implement the change requests and correct any trouble/problem reports. The contractor shall document all change requests and problem reports.
- 9.8.5 The contractor shall conduct daily, weekly, and monthly database backups, and other system related code backups. The contractor shall regularly monitor the system performance for any anomaly. The contractor shall backup full database and source codes with configuration files daily, weekly, and monthly in other storage medium than host system space and shall save one copy of database, configuration files, and front-end codes to the GMC network drive once a week.

### **9.8.6 DELIVERABLE –**

- 9.8.6.1 The contractor shall submit, for review and approval by the GTR/GTM, a report that details the structure, design, and functionality of the database and that reflects its understanding of the database and GMC needs within five (5) working days of the Post Award conference. Updates of the report will be submitted as necessary to include any subsequent changes. If the contractor will not be able to comply with deadline, the GTR/GTM should be notified prior to the deadline.
- 9.8.6.2 The contractor shall import/export/archive mission critical data into/out of the system within 2 working days and shall allow users to test the data within 3 working days from receipt of such request.
- 9.8.6.3 The contractor shall implement any change request to the existing forms and database table within timeframe specified as:

Urgent Request – within 2 working days

Critical Request – within 5 working days

Routine Request – within 10 working days from receipt of written requests.

The GTR/GTM shall clearly indicate a request type along with the description of change request and the contractor shall keep track of all change requests with the status. The contractor shall provide bi-weekly reports to GMC with the status of all activities.

## **9.9 TASK 9 – Ad Hoc And Special Reports**

- 9.9.1 For each review, the contractor shall submit written, weekly progress reports depicting actual progress against the Grants Management Center Support Plan. Five copies of each report, which shall highlight the progress for the past week, must be submitted to the GTM by 12:00 noon of the following Monday.
- 9.9.2 Further, for each grant review, the contractor shall submit a draft completion report with separate topical sections or separate individual reports as determined by the GTM not later than 30 (thirty) days after completion of operations at the processing site. The report will completely document the results of the

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process for each grant review. The qualitative report will present appropriate analyses of grant processing results. All pertinent information associated with how the process was conducted will be provided including but not limited to reviewers' attendance at the training sessions; measures taken to track and secure applications throughout the process; list all applications reviewed, the names of the HUD panel leaders and the reviewers assigned, any other names of HUD staff who reviewed scores; and other information as required by the GTR/GTM. The report will also contain data analyses, as directed by the GTR/GTM. Finally, the report will also discuss "lessons learned" for each review, i.e. describe any problems experienced in the review and provide recommendations for improvement and/or methods that could be incorporated into future reviews to avoid problems.

The GTR/GTM shall have 10 (ten) working days to review the draft report and request revisions or clarifications. Any recommendations or clarifications made by the GTR/GTM must be incorporated into the final report and resubmitted to the GTR/GTM by the contractor within 5 (five) working days. The final report is due not later than 45 days after completion of operations at the processing site.

- 9.9.3 In consultation with GMC staff, the contractor shall prepare an annual report highlighting the overall accomplishments of the GMC for the fiscal year processing cycle. This report shall summarize all activities for the year and include such information as the number of applications processed, funding appropriated, funding awarded overall as well as by state and program.

### **9.9.4 DELIVERABLE – DRAFT AD HOC AND SPECIAL REPORT**

- 9.9.4.1 Weekly progress by Program - The contractor shall provide (5) five copies of each of the reports, which shall highlight the progress for the past week, must be submitted to the GTM by 12:00 noon of the following Monday.
- 9.9.4.2 For each grant review, the contractor shall submit a draft completion report with separate topical sections or separate individual reports as determined by the GTM not later than 30 (thirty) days after completion of operations at the processing site. The final report is due not later than 45 days after completion of operations at the processing site.

The GTM will provide the written comments to the contractor, via e-mail, not later than five days of receipt of the draft documents.

- 9.9.4.3 In consultation with GMC staff, prepare an annual report highlighting the overall accomplishments of the GMC for the fiscal year processing cycle. . Five copies of the draft of this report is due 15 days after the end of the fiscal year. The final report is due by January 15, of the following year.

**R-OPC-22890****TECHNICAL EXHIBIT - CONTRACT DELIVERABLE REQUIREMENTS LIST (CDRL)**

<b>TASK 2</b>				
<b>CDRL #</b>	<b>Paragraph # and Requirement</b>	<b>Frequency</b>	<b>When</b>	<b>To</b>
1	9.2.3.1. - The Reviewers' resumes for specific programs are due to GMC.	Once per grant program	30 calendar days prior to the scheduled training date established by the GMC	GTM
2	Confirmed reviewers are due to GTM	Once per grant program	10 working days prior to the scheduled training date.	GTM

<b>TASK 5</b>				
<b>CDRL #</b>	<b>Paragraph # and Requirement</b>	<b>Frequency</b>	<b>When</b>	<b>To</b>
3	9.5..3 – a. Provide an original and one copy of complete application with all review documentation; b. Send all applications files received , to the HUD Clearinghouse within (5) five calendar days –or as specified by the GTM c. Provide a copy of funded/awardees' review documentation to the respective Field Office.	Once per grant program	At the conclusion of the review process	GTM

<b>TASK 6</b>				
<b>CDRL #</b>	<b>Paragraph # and Requirement</b>	<b>Frequency</b>	<b>When</b>	<b>To</b>
4	9.6.4.1. - 5 (five) copies of the draft Guidebook shall be submitted to the GTM for comment by the Grant Administrator	Once per grant program	50 working days prior to scheduled training	GTM
5	9.6.4.2. - Final Guidebook with comments by the Grant Administrator	Once per grant program	10 working days prior to scheduled training	GTM

<b>TASK 8</b>				
<b>CDRL #</b>	<b>Paragraph # and Requirement</b>	<b>Frequency</b>	<b>When</b>	<b>To</b>
6	9.8.6.1. - a report that details the structure, design, and	Once	within five (5) working days of	GTM

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	functionality of the database and that reflects its understanding of the database and GMC needs		the Post Award conference	
7	9.8.6.2. - import/export/archive mission critical data into/out of the system	Upon request	within 2 working days from receipt of such request	GTM
	and shall allow users to test the data		within 3 working days from receipt of such request	
8	9.8.6.3- implement any change request to the existing forms and database table	Urgent Request –	within 2 working days	–from receipt of written requests from GTM
		Critical Request –	within 5 working days	
		Routine Request	within 10 working days	

TASK 9				
CDRL #	Paragraph # and Requirement	Frequency	When	To
9	9.9.4.1 - Weekly progress by Program - The contractor shall provide (5) five copies of the each report, which shall highlight the progress for the past week	Ongoing	12:00 noon of the following Monday	GTM
10	9.9.4.2 - For each grant review, the contractor shall submit a draft completion report	Once per grant program	Not later than 30 days after completion of operations at the processing site	GTM
	For each grant review, the contractor shall submit a final completion report	Once per grant program	Not later than 45 days after completion of operations at the processing site	
11	9.9.4.3 Annual Report draft- highlighting accomplishments- 5 copies	Once	Not later than 15 days after fiscal year end	GTM
	Annual Report Final	Once	January 15 of following year	

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<b>PROJECT MANAGEMENT</b>				
<b>CDRL #</b>	<b>Paragraph # and Requirement</b>	<b>Frequency</b>	<b>When</b>	<b>To</b>
12	9.10.1 –Draft Grants Management Center Support Plan – 6 copies	Once	10 days after the Post Award Conference	GTR/GTM
	9.10.2 - Final Grants Management Center Support Plan –copies	Once	10 days after receipt of GTR/GTM comments	
13	9.11. – Grant Review Support Plan	As requested	Not later than 15 days after GTM request	GTM
14	9.12 – Quality Control Plan	Once	7 days after the Post Award Conference	GTR/GTM
15	9.13. – Transition Plan	Once	Begins 60 days before contract expiration. Ends date of contract expiration.	GTR, GTM and CO

<b>PROGRESS REPORTS</b>				
<b>CDRL #</b>	<b>Paragraph # and Requirement</b>	<b>Frequency</b>	<b>When</b>	<b>To</b>
16	9.15.1 – Monthly Progress Report (MPR) shall reflect milestones completed, percentage of completion, or some other measure of progress, and include problems encountered and solutions since the last report.	Monthly	Not later than the 15 <sup>th</sup> of every month	GTM
17	9.15.2. – Final Report - shall include a summary of all activities undertaken under this contract	Once	Not later than 10 days before the end of the period of performance	GTM

**PART II - PROJECT MANAGEMENT****9.10 POST AWARD CONFERENCE**

Within 3 (three) working days of award of this contract, the Contracting Officer will convene the post award conference. The Project Director and other key contractor personnel shall attend an orientation meeting at the GMC in Washington, DC with the Contracting Officer, GTR/GTM and pertinent GMC staff to discuss the requirements of this contract and review areas of GMC support, including timelines and deliverables. The Contractor shall be prepared to brief HUD regarding requirements and/or any recommendations pertaining to the work plan.



**9.11 GRANTS MANAGEMENT CENTER SUPPORT PLAN (GMCSP)**

9.11.1 Within 10 (ten) working days from the date of the initial orientation meeting, the contractor shall submit a draft Grants Management Center Support Plan with proposal that addresses all of the tasks in this contract for overall GMC center support, as well as for each grant review. One copy of the draft GMCSP shall be submitted to the GTR and 5 (five) copies of the plan shall be submitted to the GTM. This plan will provide specific details regarding the contractor's operating procedures in support of the GMC including procedures relative to quality control, identification of staff tasked with oversight of various activities, key contacts, management and organizational procedures that will demonstrate the ability to quickly respond to shifting demands, and steps it will take to secure access to the GMC database. The plan shall include a detailed allocation of resources and a schedule for the accomplishment of work for each review. The plan shall also include a timeline for the performance of tasks for each review. .

9.11.2 The GTR/GTM shall submit comments and suggestions to the contractor within 10 (ten) working days from receipt of the draft plan. A final Grants Management Center Support Plan incorporating the GTR's/GTM's comments and suggestions shall be submitted by the contractor to the GTR/GTM within 10 (ten) working days of the date of the GMC letter transmitting comments and suggestions on the draft plan.

9.12 **GRANT REVIEW SUPPORT PLAN (GRSP)** - Upon request by the GTM the contractor shall also provide program specific support plans for each program. This information will be provided within 15 days of the GTM's request. The program specific support plan will present details on how and when each task will be accomplished and include an estimate of the cost. When support plans are required, the GTM will, to the greatest extent possible, based on input from the Grant Administrator, provide a processing schedule that includes the anticipated number of applications to be processed, number of reviewers and Team Leaders required, space and equipment needs. It is anticipated that these support plans will be in final form based on the supporting information presented in the overall GMC Support Plan operating procedures provided by GMC staff.

9.12.1 When changes are required, the contractor must have approved program specific support plans in place not later than 5 (five) working days from the date of receipt of the GTM's comments.

9.13 **QUALITY CONTROL PLAN –** The contractor shall provide a detailed Quality Control Plan (QCP) that provides for inspection of all services and deliverables to verify conformance to acceptability standards specified in the 8(a) solicitation and shall provide the QCP to the GTR, GTM and the CO, via an e-mail attachment, not later than seven days after the Post Award Conference. The QCP may be revised by the contractor as its conditions change. The QCP must include all of the following: Provisions for responding to and incorporating technical direction and comments from the GTR and GTM; Descriptions of the techniques to be employed for producing and validating services and deliverables conforming to the acceptable quality standards in the 8(a) solicitation; and a description of the "checks and balances" that shall be used to ensure the government receives quality services.

9.14 **TRANSITION PLAN (TP)** - The Transition Plan should include, at a minimum, provisions for inventory transfer and transfer of all pertinent records, equipment and space; as well as briefing and providing technical assistance, as necessary, to any subsequent contractor for a period not-to-exceed 60 days. The Transition period will commence 60 days prior to the contract expiration date and end on the date of expiration of the contract. The contractor will complete all actions pursuant to the "Transition Plan" approved by the GTR/GTM . The contractor will update and distribute the inventory list 5 days prior to the contract expiration date to any subsequent contractor. Both contractors will counter sign the inventory list as evidence of delivery and receipt. A copy of the counter signed inventory list will be provided to the GTR and GTM.

**9.15 PROGRESS REPORTS**

- 9.15.1 MONTHLY PROGRESS REPORT (MPR) - The contractor shall provide a Monthly Progress Report (MPR) to the GTR and GTM not later than the 15<sup>th</sup> of each month, via an e-mail attachment, with respect to all grant applications received and not received, and reviews conducted during each month of the contract and all findings resulting from these reviews. The MPR shall reflect milestones completed, percentage of completion, or some other measure of progress as shown in the GMCSP, and include problems encountered and solutions since the last report.
- 9.15.2 FINAL REPORT – The contractor shall submit a final report to the GTR or GTM via an e-mail attachment, not later than 10 days before the end of the period of performance. The final report shall include a summary of all activities undertaken under this contract. The GTR and GTM, upon receiving the final report, will respond not later than 10 days after receipt to any additional information or requests needed for documentation purposes.

## **SECTION D - PACKAGING AND MARKING**

### **D.1. PAYMENT OF POSTAGE AND SHIPPING COSTS**

All postage and shipping costs related to the submission of the information (including reports and forms) required by this contract shall be paid for by the contractor.

### **D.2. MARKING**

All information submitted to the Contracting Officer, GTR and GTM shall clearly indicate the contract number for which the information is being submitted. Additionally, all documents submitted or reports produced by the contractor shall be suitably marked as contractor products or that contractor participation is appropriately disclosed.

## **SECTION E - INSPECTION AND ACCEPTANCE**

### **E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.246-5	INSPECTION OF SERVICES--COST-REIMBURSEMENT	APR 1984
2452.246-70	INSPECTION AND ACCEPTANCE	FEB 2006

**SECTION F - DELIVERIES OR PERFORMANCE****F.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.242-15	STOP-WORK ORDER	AUG 1989
	ALTERNATE I (APR 1984)	
52.247-34	F.O.B. DESTINATION	NOV 1991

**F.2 HUDAR 2452.211-70 CONTRACT PERIOD (FEB 2006)**

- (a) This contract shall be effective on \_\_\_\_\_(Contracting Officer insert date at award).
- (b) The contractor shall complete all work including all deliveries by \_\_\_\_\_(Contracting Officer insert date at award)
- (c) Delivery dates for specific services and deliverables shall be as set forth in the Schedule.

(End Clause)

Alternate I (FEB 2006). As prescribed in 2411.404(b), add the following paragraph (d): (d) In accordance with the clause at 52.217-9, "Option to Extend the Term of the Contract," the contract may be extended for the following periods:

Option No.	Period
[list].....	[dates].

(End of Clause)

## SECTION G - CONTRACT ADMINISTRATION DATA

### G.2 HUDAR 2452.237-73 CONDUCT OF WORK AND TECHNICAL GUIDANCE

(FEB 2006)

ALTERNATE I (APR 1984)

(a) The Government Technical Representative (GTR) for liaison with the Contractor as to the conduct of work is **(to be completed at time of award)** or a successor designated by the Contracting Officer. The Contracting Officer will notify the contractor in writing of any change to the current GTR's status or the designation of a successor GTR.

(b) The GTR will provide guidance to the contractor on the technical performance of the contract. Such guidance shall not be of a nature which:

1) Causes the contractor to perform work outside the statement of work or specifications of the contract; (2) constitutes a change as defined in FAR 52.243-1; (3) causes an increase or decrease in the cost of the contract; (4) alters the period of performance or delivery dates; or, (5) changes any of the other express terms or conditions of the contract.

(c) The GTR will issue technical guidance in writing or, if issued orally, he/she will confirm such direction in writing within five calendar days after oral issuance. The GTR may issue such guidance via telephone, facsimile (fax), or electronic mail.

- (d) Certain of the GTR's duties and responsibilities may be delegated to one or more Government Technical Monitors (GTMs) (see HUDAR subpart 2402.1). The Contracting Officer will notify the contractor in writing of the appointment of any GTMs.
- (e) Other specific limitations (to be completed at time of award if any)
- (f) The contractor shall promptly notify the Contracting Officer whenever the contractor believes that guidance provided by any government personnel, whether or not specifically provided pursuant to this clause, is of a nature described in paragraph (b) above.

**PART II - CONTRACT CLAUSES****SECTION I - CONTRACT CLAUSES****I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	JUL 2004
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 2003
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.204-7	CENTRAL CONTRACTOR REGISTRATION (OCT 2003)	OCT 2003
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JAN 2005
52.215-1	INSTRUCTION TO OFFERORS COMPETITIVE ACQUISITION	JAN 2004
52.215-8	ORDER OF PRECEDENCE—UNIFORM CONTRACT FORMAT	OCT 1997
52.215-14	INTEGRITY OF UNIT PRICES	OCT 1997
52.216-7	ALLOWABLE COST AND PAYMENT	DEC 2002
52.216-8	FIXED-FEE	MAR 1997
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	JUN 2003
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	MAY 2004
52.219-11	SPECIAL 8(a) CONTRACT CONDITIONS	FEB 1990
52.219-12	SPECIAL 8(a) SUBCONTRACT CONDITIONS	FEB 1990
52.219-14	LIMITATIONS ON SUBCONTRACTING	DEC 1996
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.222-26	EQUAL OPPORTUNITY	APR 2002
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001

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52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	MAR 2005
52.227-1	AUTHORIZATION AND CONSENT	JUL 1995
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.227-14	RIGHTS IN DATA – GENERAL	JUNE 1987
52.227-16	ADDITIONAL DATA REQUIREMENTS	JUNE 1987
52.228-7	INSURANCE—LIABILITY TO THIRD PERSONS	MAR 1996
52.232-17	INTEREST	JUN 1996
52.232-20	LIMITATION OF COST	APR 1984
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-25	PROMPT PAYMENT	OCT 2003
52.232-33	PAYMENT BY ELECTRONIC FUNDS—CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.233-3	PROTEST AFTER AWARD ALTERNATE I (JUN 1985)	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.237-3	CONTINUITY OF SERVICES	JAN 1991
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	MAY 2001
52.242-13	BANKRUPTCY	JUL 1995
52.243-2	CHANGES—COST REIMBURSEMENT ALTERNATE I (APR 1984)	AUG 1987
52.244-2	SUBCONTRACTS ALTERNATE II (MAR 2005)	MAR 2005
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	DEC 2004
52.248-1	VALUE ENGINEERING	FEB 2000
52.249-6	TERMINATION (COST-REIMBURSEMENT) (MAY 2004)	MAY 2004
52.249-8	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984
52.249-14	EXCUSABLE DELAYS	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991
2452.203-70	PROHIBITION AGAINST THE USE OF FEDERAL EMPLOYEES	DEC 1992
2452.209-72	ORGANIZATIONAL CONFLICTS OF INTEREST	APR 1984
2452.222-70	ACCESSIBILITY OF MEETINGS, CONFERENCES, AND SEMINARS TO PERSONS WITH DISABILITIES	JUL 1988
2452.232-71	VOUCHER SUBMISSION (COST-REIMBURSEMENT)	FEB 2006
2452.233-70	REVIEW OF CONTRACTING OFFICER PROTEST DECISIONS	FEB 2006
2452.237-70	KEY PERSONNEL	FEB 2006
2452.237-71	REPRODUCTION OF REPORTS	APR 1984
2452.237-73	CONDUCT OF WORK AND TECHNICAL GUIDANCE	FEB 2006
2452.237-77	OBSERVANCE OF LEGAL HOLIDAYS AND CLOSURE	FEB 2006



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2452.239-70	OF HUD FACILITIES SECURITY REQUIREMENTS FOR NON-CLASSIFIED INFORMATION RESOURCES (DEVIATION)	MAR 2005
2452.246-70	INSPECTION AND ACCEPTANCE	FEB 2006

### **I.3 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the date of contract expiration.

### **I.4 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

If the Government exercises this option, the extended contract shall be considered to include this option clause.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years.

### **I.5 52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(a) CONCERNS (JUNE 2003)**

Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer—

The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and  
The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

Any award resulting from this solicitation will be made directly by [ HUD] to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) *Agreement.* A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

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(2) The SBA's contractor will notify the HUD's Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(End of clause)

### **I.6 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.hud.gov>

<http://www.hud.gov/offices/cpo/hudar.cfm>

### **I.7 HUDAR 2452.237-70 KEY PERSONNEL (FEB 2006)**

(a) Definition. "Personnel" means employees of the contractor, or any subcontractor(s), affiliates, joint venture partners, or team members, and consultants engaged by any of those entities.

(b) The personnel specified below are considered to be essential to the work being performed under this contract. Prior to diverting any of the specified individuals to other projects, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without the prior written consent of the Contracting Officer: Key personnel shall perform as follows: *[List Key Personnel and/or positions, and tasks, percentage of effort, number of hours, etc., for which they are responsible, as applicable.]*

**(TO BE DETERMINED AT TIME OF AWARD)**

(End of clause)

### **I.8 2452.209-72 ORGANIZATIONAL CONFLICTS OF INTEREST.**

#### **ORGANIZATIONAL CONFLICTS OF INTEREST (APR 1984)**

The Contractor warrants that to the best of its knowledge and belief, and except as otherwise disclosed, he or she does not have any organizational conflict of interest which is defined as a situation in which the nature of work under a Government contract and a Contractor's organizational, financial, contractual or other interests are such that:

Award of the contract may result in an unfair competitive advantage; or

(2) The Contractor's objectivity in performing the contract work is or might be otherwise may be impaired.

(b) The Contractor agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the Contracting Officer which shall include a description of the action which the Contractor has taken or intends to take to eliminate or neutralize the conflict. The Government may, however, terminate the contract for the convenience of the Government if it would be in the best interest of the Government.

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In the event the Contractor was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Contracting Officer, the Government may terminate the contract for default.

(d) The provisions of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the prime contractor. The Contractor shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.

(End of clause)

### **I.9 AS 1302 POSTAWARD CONFERENCE**

The contractor shall be required to attend a post-award conference. The conference will be held at HUD HQ, 451 7<sup>th</sup> Street SW, Washington DC 20410. The Contracting Officer or designee will notify the contractor of the date and time of the conference.

**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**SECTION J - LIST OF ATTACHMENTS**

ATTACHMENT NUMBER	TITLE	NO. PAGES
J-1	"Past Performance Evaluation Survey"	2
J-2	"ADDITIONAL CPFF PRICING SHEET"	2

PAST PERFORMANCE EVALUATION SURVEY				
PLEASE FAX WITHIN 5 DAYS OF RECEIPT TO:		FROM: <b>(Offeror shall insert its name, title, and address of reference)</b>		DATE SURVEY COMPLETED
1. <b>Name and Address of Reference (to be completed by offeror)</b>				
2. Contract number or identifier	Type of contract*	Award date	Completion date	Value \$
<i>* Include all that apply: Firm-Fixed Price (FFP); Fixed-Price, Economic Price Adjustment (FP-EPA); Cost-Plus-Fixed-Fee (CPFF); Completion or Term; Cost-Plus-Incentive-Fee (CPIF); Cost-Plus-Award-Fee (CPAF; Cost; Cost Sharing; Indefinite Delivery/Indefinite Quantity (IDIQ); Basic Ordering Agreement (BOA); Federal Supply Schedule; Requirements; Labor Hour; Time and Materials (T&amp;M); other</i>				
3. Description(s) of Products or Services Provided				
4. Using the attached Performance Rating Guidelines Chart, please rate the company listed in block 1 above on the contracts or projects listed in block 2 above. Provide comments for ratings of excellent, poor, or unsatisfactory.				
4a. QUALITY OF PRODUCTS AND SERVICES				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Unsatisfactory
Comments:				
4b. TIMELINESS OF PERFORMANCE				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Unsatisfactory
Comments:				
4c. BUSINESS RELATIONS				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Unsatisfactory

Comments:
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4d. CUSTOMER SATISFACTION				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	<input type="checkbox"/> Unsatisfactory
Comments:				

5. WAS/IS THE FIRM COMMITTED TO CUSTOMER SATISFACTION?	
<input type="checkbox"/> YES	<input type="checkbox"/> NO
Comments:	

6. WOULD YOU SELECT THIS FIRM AGAIN AND WHY? PLEASE INCLUDE COMMENTS REGARDING ANY SPECIFIC KEY PERSONNEL ON YOUR CONTRACT (S) THAT ARE RELEVANT. ATTACH ADDITIONAL SHEET IF NECESSARY.	
Comments:	
7a. Printed/typed name and signature of prepare of survey response:	7b. Telephone number:

**PART I - THE SCHEDULE – (ADDITIONAL CPFF PRICING SHEET)**

**SECTION J - SUPPLIES OR SERVICES AND PRICE/COSTS**

<b>Direct labor</b>	hours x	rate/hour	est. cost
Executive		\$	\$ -
Senior Associate		\$	\$ -
Finance Specialist		\$	\$ -
Management Specialist		\$	\$ -
Staff Assistant		\$	\$ -
Finance & Admin		\$	\$ -
Clerical		\$	\$ -
TOTAL HOURS	0		\$ -
<b>Labor overhead</b>	overhead rate %	base	est. cost
fringe rate		\$ -	\$ -
overhead rate		\$ -	\$ -
Total labor overhead			\$ -
<b>Travel</b> (see attached sheet)			\$ -
<b>Consultant</b>			\$ -
<b>Subcontractor</b>			
<b>Other Direct Costs</b> (see att.)			\$ -
<b>Total labor, Overhead &amp; ODCs</b>			\$ -
(1+2+3+4+5+6)			
<b>General &amp; Administrative</b>			\$ -
( x (1+2+3+6)			
<b>Total Estimated Cost</b>			\$ -
(7+8)			
<b>Fee</b>			\$ -
( x (9)			
<b>Total Estimated Cost + Fee</b>			\$ -
(9+10)			

## TRAVEL COSTS

[illegible]

## Other Direct Costs

	Category	# Items	Cost per unit	Unit	Est. Cost
	Meeting rooms	12		Day	\$
	Telephone Calls-5 Min	325		Call	\$
	Telephone Calls-20 Min	200		Call	\$
	Faxes	200		Page	\$
	Short Term Parking	60		Day	\$
	Long Term Parking			Month	\$
	Shipping Overnight	85		Package	\$
	Postage - Announcement	2000		Letter	\$
	Postage Book	100		Package	\$
	Reproduction	2000		Sheet	\$
	Printing			Book	\$
	Computer Rental	100		Hour	\$
	<b>Total ODC COST</b>				



**PART IV - REPRESENTATIONS AND INSTRUCTIONS****SECTION K - REPRESENTATIONS, CERTIFICATIONS AND  
OTHER STATEMENTS OF OFFERORS****K.1 NOTICE LISTING SOLICITATION PROVISIONS INCORPORATED  
BY REFERENCE**

The following solicitation provisions pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the FAR provision at FAR "52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE" in Section L of this solicitation. See FAR 52.252-1 for an internet address (if specified) for electronic access to the full text of a provision.

NUMBER

TITLE

DATE

**K.2 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2005)**

(a)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (b) of this provision applies. (2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (b) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes: ☐ (i) Paragraph (b) applies. ☐ (ii) Paragraph (b) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(b) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

----- FAR Clause #	Title	Date	Change ----
-----	-----	-----	-----
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

**K.3 HUDAR 2452.226-70 CERTIFICATION OF STATUS AS A MINORITY  
BUSINESS ENTERPRISE (AUG 1995)**

Bidder, Offeror or Supplier certifies that he or she ☐ is, ☐ is not, (check one), a minority business enterprise which is defined as a business which is at least 51 percent owned by one or more minority group members or, in the case of a publicly owned business, at least 51 percent of its voting stock is owned by one or more minority group members, and whose management and daily operations are controlled by one or more such individuals. For the purpose of this definition, minority group members are:

(Check the box applicable to you)

☐ Black Americans

☐ Hispanic Americans

☐ Native Americans

☐ Asian Pacific Americans

☐ Asian Indian Americans

## SECTION L INSTRUCTIONS TO OFFERORS

### **L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.hud.gov>

<http://www.hud.gov/offices/cpo/hudar.cfm>

NUMBER	TITLE & DATE
52.215-1	INSTRUCTIONS TO OFFERORS--COMPETITIVEACQUISITION (MAY 2001)
2452.209-70	POTENTIAL ORGANIZATIONAL CONFLICTS OFINTEREST (FEB 2000)
2452.233-70	REVIEW OF CONTRACTING OFFICER PROTESTDECISION (OCT 1999)

### **L.2 SUBMISSION OF PROPOSAL**

#### **a. Due Date/Time**

Offers shall be delivered to the mailing address specified below, by the due date and time specified in Block 9, of the Standard Form 33. Offers received after this specified date and time will be considered late and will not be evaluated.

Potential Offerors should be aware that the HUD building is a secure building. Visitors will be required to walk through a metal detector, have all belongings screened by an x-ray system, show valid picture identification, and sign the visitor's log. Guards will telephone the visitor's contact prior to allowing entry. This will require extra time. Offerors must, therefore, ensure that any commercial delivery service or company employee has appropriate identification, and should allow extra time for any hand carried deliveries. Delays experienced at the guard desk or refusal of admission DO NOT constitute excusable delays. Proposals must be in the designated place no later than the exact time specified in the solicitation to be considered for award.

#### **Hand Carried or Mailing Address:**

Department of Housing and Urban Development  
Office of the Chief Procurement Officer  
Timiko D. Wilkins, Contract Specialist  
451 7<sup>th</sup> Street SW  
Room 5256  
Washington, DC 20410

**Note: You can Hand Carried Proposals and if so please deliver proposals to the North Lobby.**

#### **b. Instructions for Submission of Softcopy Proposals**

## **General**

This section provides instructions to Offerors on the submission of softcopy proposals. Compliance with these instructions reduces the amount of time and effort required by the Government to receive, install and read proposals using proposal evaluation support applications. Any commercial software identified in these instructions should not be construed as Government endorsement of these products.

Offerors shall submit one softcopy of their proposal on CD-ROM. The CD-ROM shall be delivered to the Government at the same time as the hardcopy proposal submission.

## **Hardcopy and Softcopy File Requirements and Naming Conventions**

The Offeror's proposal shall be submitted in two volumes. Volume I shall contain all information required in the Part I: Technical and Management Proposal. Volume II shall contain all information required in the Part II: Business Proposal.

The Volume I and II hardcopy and softcopy files shall be separate and easily distinguished by the Government. The softcopy file name for each volume shall contain the Offeror's company name and the applicable volume. For example: ABC Corp\_Vol I; Acme\_Vol II, etc.

### **L.3 HUDAR 2452.215-70 PROPOSAL CONTENT (OCT 1995)**

a. Proposals shall be submitted in two parts as stated below. Each of the parts must be complete in itself so that evaluation of each part may be conducted independently, and so the technical and management part may be evaluated strictly on its own merit. Proposals shall be submitted in the format, if any, prescribed elsewhere in this solicitation.

Proposals shall be enclosed in sealed packaging and addressed to the office specified in the solicitation. The Offeror's name and address, the solicitation number and the date and time must appear in writing on the outside of the package.

b. Proposals shall be submitted in 1 original paper (hard) copy, 1 electronic CD-ROM (soft) copy, and six (6) paper (hard) copies.

c. The proposal shall be accompanied by a cover letter providing the following information:

1. RFP Title
2. RFP Number
3. Name & Address of Organization
4. Name, Title, Telephone, and Fax Number of Point of Contact
5. Identification of the Proposal Volume

d. Proposals shall be enclosed in sealed packaging and addressed to the office specified in Block 7 of the Standard Form 33. Proposals shall be submitted by the due date at time specified in Block 9 of the Standard Form 33 to the addressed below with the outside envelope clearly marked with the following information:

RFP Number  
Department of Housing and Urban Development  
Office of the Chief Procurement Officer  
Attn: **Timiko D. Wilkins, Contract Specialist**  
451 7<sup>th</sup> Street, SW, Room 5256  
Washington, DC 20410-3000

e. Faxed proposals will not be considered.

f. **Part I-Technical and Management Proposal**

A Technical and Management Proposal must be submitted indicating how each aspect of the Performance Work Statement is to be accomplished. The Technical and Management Proposal should include information on how the project is to be organized, staffed and managed, and the capability and prior experience of the Offeror. The Technical and Management Proposal should reflect a clear understanding of the nature of the work being undertaken and at a minimum address each of the evaluation factors identified in Section M.

1. **Technical Approach** - Provide evidence of the Offeror's understanding and awareness of the various functions required in performing the activities and requirements of the solicitation. Each Offeror must respond to the requirements of the solicitation and provide demonstrated evidence of a quality approach to the requirements. The Offeror's narrative statement(s) must describe their proposed transition recommendations in sufficient detail for HUD to assess Offeror's knowledge, experience and leadership in grant processing.

The Offeror shall prepare a Management Plan (MP) that at least satisfies the Statement of Work (SOW) contained in this request for proposal. The MP shall be written in active voice "shall statements" with specific and objective tasks. Add as much detail as needed to describe the MP.

2. **Management Approach and Quality Control** – Provide evidence of the Offeror's ability to staff and execute the mechanics of the contract. Demonstrate a clear understanding of the magnitude of the contract requirements and of organizational ability to manage the work required under the solicitation. Evidence must include a detailed workflow plan that specifically addresses duties/functions. The submission shall contain a job description of the proposed key personnel/project team's duties as related to this contract requirement. Quality Control Plan must provide descriptions of the techniques to be employed for producing and validating services and deliverables conforming to the acceptable quality standards in the 8(a) solicitation, as well as a description on the "checks and balances" that shall be used to ensure the government receives quality services.

The Offeror shall provide a draft Quality Control Plan (QCP) that provides for inspection of all services and deliverables to verify conformance to acceptability standards. The QCP must include all of the following: Provisions for responding to and incorporating technical direction and comments from the GTR and GTM; Descriptions of the techniques to be employed for producing and validating services and deliverables conforming to the acceptable quality standards in the 8(a) solicitation; and a description of the "checks and balances" that shall be used to ensure the government receives quality services.

3. **Corporate Capability and Past Performance on Similar Projects**- The Offeror shall provide documentation of prior experience (amount of experience) and past performance (quality of performance) for the 3-year period prior to submission of the solicitation, of the same or similar services relevant to the solicitation requirements, sufficient to ascertain that the Offeror would be able to perform the contract requirements with a high level of quality. The Offeror must identify the predominant product or service they provided, and the names, title, addresses, telephone numbers, fax numbers, and e-mail addresses (if available) of at least two people familiar with the Offeror's performance. The Offeror shall identify all contracts, either ongoing or completed within the last three years, which demonstrate performance relevant to the solicitation requirements. If more than five contracts are relevant, then the Offeror shall provide only the five most recent contracts.

If the Offeror has multiple segments (such as divisions, groups, units, etc.), or is affiliated in any way with other Offerors, the Offeror shall provide the most recent contracts performed by the segment that will perform the proposed contract before claiming credit for work performed as part of another segment/affiliate. Contracts for State and local governments, private sector clients, and subcontracts that are similar to the solicitation requirements will be evaluated equally with similar Federal contracts. The Offeror shall submit information on key personnel, major subcontractors, similar work performed as part of a team or joint venture, or similar work performed as part of a predecessor organization. The Offeror should discuss any negative performance issues that occurred during performance of the identified contracts and any corrective actions taken.

For each identified contract, the Offeror must specify the predominant product or service provided under the contract, the contract value, the contract award date, the contract completion date, and the name and title, address, telephone number, fax number, and e-mail address (if available) of a person familiar with the Offeror's performance. If the Offeror has provided services but was not under a formal contract arrangement, the Offeror shall provide the same information above for its five largest clients for whom the Offeror worked at an arms-length relationship (i.e. not affiliated through ownership, employees, etc).

The Offeror must prepare and sign a letter to each of these references using the format at the end of this solicitation, prepare a "Past Performance Evaluation Survey" form (located at the end of this document) for each reference to complete (the Offeror is to complete the "From" block and blocks 1, 2, and 3 of each evaluation survey form), and attach the evaluation survey form to the letter. The Offeror shall fax all the letters and evaluation survey forms to the intended recipients and attach a copy of the letters with the submission as an appendix to the Technical Submission. The letters shall clearly state that the recipient should provide a reply to the Contracting Officer as soon as possible, as responses received more than 5 business days after the submission closing date may be considered untimely and might not be evaluated.

The offeror shall demonstrate successful past performance for the same or similar work in the past three (3) years.

The offeror shall provide three (3) references for the same or similar work performed by the Offeror during the past three (3) years. **Subcontractors will not be evaluated.** For each reference identify the following:

- **Name and address of the company/agency**
- Points of contact
- Telephone numbers
- Contract type and number
- Identify if you were prime or Subcontractor
- Contract Value
  - Original Value
  - Current Value**
  - Explanation of Cost Growth
- . Period of Performance
  - Project Start Date**
  - Original Completion Date
  - Explanation of any Delays
- Type of work performed
- Technical environment
- Problems encountered and their resolutions
- Any subcontractors or partnerships

- 4. Qualifications And Experience Of Key Personnel** - The Offeror will provide clear descriptions of the criteria it will use to obtain personnel. The Offeror accepts and agrees that the Key Personnel, as indicated in their submission, will not be changed with out the written permission of HUD. The Offeror's submission shall include resumes for the proposed Key Personnel/Project Team with 2-5 years of related experience in utilizing project-based management tools, technology, strategic business planning, market knowledge and strategies, pricing and development. Said resumes shall contain adequate information to demonstrate the past duties, special training, and education. A college degree from an accredited institution may be substituted for one year of experience.

The Offeror shall provide resume (s) for key personnel. The project manager, described below shall be a key person. Other key personnel are at the offeror's discretion. Each resume shall describe the experience, skills, education, training, qualifications, and certifications that will be required for each described position. Describe the availability and existing commitments of key personnel. All information proposed will be evaluated to assure relevant technical experience, specialized training and time availability for the project as it relates to this procurement. The specialized experience listed below is highly desirable.

**Project Manager (PM)**

The Offeror shall designate a PM empowered to commit the company. The PM shall be the main point of contact for technical issues and administrative issues related to this contract. The PM shall provide technical advice, organize, plan, direct, and manage all Contractor staff assigned to the contract. The PM shall ensure that: (1) the goals and objectives of the project, and (2) problem resolution and customer satisfaction is accomplished within prescribed time frames and funding parameters. The following experience is required for the contract Project Manager:

1. Demonstrated experience in planning, directing and managing projects of a nature similar in size and scope as referenced under this contract.
2. Demonstrated experience in grants processing management.
3. Demonstrated ability to analyze and resolve non-routine problems assuring that goals are achieved.

**g. Part II-Business Proposal.**

1. **SF33, Solicitation, Offer, And Award.** Complete the applicable sections of blocks 12 through 18 of the SF33. In addition, include acknowledgment of any amendments issued in this section.
2. **On-Line Representations and Certifications.** The Offeror shall ensure on-line representations and certifications are completed, and submit the additional representations and certifications in Section K of this solicitation with their Business Proposal.
3. **Audit.** The Offeror shall include a copy of their latest (past 12 months) independent audit or Defense Contract Audit Agency (DCAA) audit. If one is not available, please state in the Business Proposal. The offeror shall also provide evidence that the accounting system is acceptable for cost-reimbursable contracts.
4. **Past Performance Evaluation Survey.** The Offeror shall provide surveys set forth in Section J, Attachment 1, for each contract reference they wish to have evaluated, not to exceed five (5). In addition the Offeror shall prepare a Letter Requesting Past Performance Evaluation for each of the references identified in the Past Performance Evaluation Survey, (sample provided in Attachment 2).

6. **Mentor-Protégé Agreement, if applicable.** If the Offeror plans to form a Joint Venture under the SBA 8(a) Business Development Program if awarded a contract as a result of this solicitation, a copy of the SBA approved Mentor-Protégé Agreement must be submitted with the Business Proposal.
7. **Cost.** The Offeror shall submit a cost proposal with supporting information for each cost element consistent with the offeror's cost accounting system. The supporting breakdown should include such elements as materials, unburdened direct labor, indirect costs, and costs such as travel. For rates contained in the proposal that are not DCAA approved, the offeror shall provide complete documentation and rationale for their use at the time of proposal submission. The offeror shall complete the price schedule in Section B of the solicitation.

#### **L.4 AS 2102 LIMITATION ON SIZE OF TECHNICAL PROPOSAL**

- a. Offerors shall limit Part I, Technical Proposal, of their initial offers to 30 pages. This page limit includes the preliminary Management Plan and Quality Control Plan. Offerors are cautioned that if Part I of their offers exceeds this page limitation, the Government will evaluate up through the permitted number of pages only. Pages beyond that limit will not be evaluated.
- b. A page is considered to be one side of a single sheet of 8½" x 11" paper, single spaced, using not smaller than 12 point type font, and having margins at the top, bottom and sides of the page of no less than one inch in width.
- c. The following information is exempt from the limitation set forth in paragraph (a) – Resumes for Key Personnel.
- d. Offerors are encouraged to use recycled paper and to use both sides of the paper (see FAR clause 52.204-4).

#### **L.5 NAICS CODE AND SIZE STANDARD**

The following information is to be used by small business concerns submitting proposals in preparing its Representations and Certifications (See Section K of this RFP), especially in completing the provision entitled, SMALL BUSINESS PROGRAM REPRESENTATION, FAR Clause 52.219-1 Small Business Program Representations (May 2004).

- a. The NAICS code for this acquisition is 541611
- b. The small business size standard is \$ 6.5 million over the last 3 years

#### **L.6 52.204-6 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER (JUN 1999)**

- a. The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the Offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.
- b. If the Offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the Offeror. For information on obtaining a DUNS number, the Offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The Offeror should be prepared to provide the following information:

1. Company name.



2. Company address.
3. Company telephone number.
4. Line of business.
5. Chief executive officer/key manager.
6. Date the company was started.
7. Number of people employed by the company.
9. Company affiliation.

**L.8 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates the award of a Cost-Plus-Fixed Fee contract resulting from the solicitation.

**L.9 52.233-2 SERVICE OF PROTEST (AUG 1996)**

- a. Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

**Hand-Carried Address and Mailing Address:**

U.S. Department of Housing and  
Urban Development (HUD)  
Office of the Chief Procurement Officer  
Gloria Freeman, Contracting Officer  
451 Seventh Street, SW, Room 5256  
Washington DC 20410-3000

- b. The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

**L.10 AS 2112 SPECIAL INSTRUCTION REGARDING LOBBYING DISCLOSURES**

If the bidder/Offeror is required to complete an SF-LLL, Disclosure of Lobbying Activities (see FAR 52.203-11), the Offeror may obtain the form from HUD's internet homepage at:

<http://www.hudclips.org/subscriber/html/forms.htm>

**L.16 RESPONSIBILITY SURVEY**

- a. Offerors who are selected to remain in the competitive range for discussions may be required to submit additional information with their Final Proposal Revisions. At a minimum, the Offeror will be required to provide current audited financial statements and evidence of financial capability to perform. If an award is made without discussions, the Offerors selected for award will be required to submit the information prior to award of any contract.
- b. A responsibility determination will be made prior to award pursuant to FAR 9.104-1.

## **SECTION M - EVALUATION FACTORS FOR AWARD**

### **M.1 AS 2301 RELATIVE IMPORTANCE OF TECHNICAL EVALUATION FACTORS TO COST OR PRICE**

For the purposes of evaluation of offers and the selection of the Contractor, or Contractors, under this solicitation, the combined relative merit of the Offeror's technical proposal, as evaluated in accordance with the technical evaluation factors listed herein, shall be considered significantly more important than cost or price. While the proposed cost or price will not be assigned a specific weight, it shall be considered a significant criterion in the overall evaluation of proposals.

### **M.2 52.217-05 EVALUATION OF OPTIONS (JUL 1990)**

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

### **M.3 TECHNICAL PROPOSAL EVALUATION CRITERIA**

The following factors will be used by the Government to evaluate proposals. The Offeror should carefully review the Factors for Award, as specified in M.5, before submitting a proposal. In addition, the Offeror should provide a full, clear and complete response, as specified in Section L.3, HUDAR 2452.215-70 Proposal Content. The factors for award are listed below in descending order of importance.

#### **FACTORS FOR AWARD**

**Factor 1 – Technical Approach -** Demonstrated evidence of the Offeror's understanding and awareness of the various functions required in performing the activities and requirements of the solicitation. The Offeror's approach to conducting grant processing, recruiting grant reviewers, coordinating facilities and supplies required to conduct grant reviews, database support and relevant reporting including an annual performance report, and capability to process grants via Grants.gov.

The Department will evaluate all proposals to determine capability and capacity to execute all activities contained in the statement of work (Section C). Specifically, as part of the Department's evaluation process, HUD will evaluate each Offeror's demonstration of its understanding of the various functions required in performing the requirements of the solicitation, its clear and concise discussion of their recommended approach, judgment and experience for conducting grant processing, recruiting grant reviewers, coordinating facilities and supplies required to conduct grant reviews, database support and relevant reporting including an annual performance report, and capability to process grants utilizing Grants.gov.

**Factor 2 - Management Approach and Quality Control –** Demonstrated ability to effectively and efficiently manage and ensure the quality of work under the proposed contract.

The evaluation of this factor will be based on whether the Offeror's proposal provides: a clear, logical plan for organizing the grant processing tasks, describes lines of authority and responsibilities of key personnel and management; the staffing plan reflects the proposed approach and assigns individuals to tasks who have the appropriate grant processing skills, knowledge and experience; the type of labor and number of hours per task are identified. The Offeror's Quality Control Plan will be evaluated on how its internal controls provide for thorough, efficient, quality control of the offeror's work; and how "checks and balances" will be used to ensure the government receives quality services. The Offeror will disclose how all subcontracted work is identified, and detail the method and requirements for selection of a subcontractor, if proposed.

**Factor 3 - Corporate Capability and Past Performance on Similar Projects-** Demonstrated record, as confirmed by references, of successful past performance of the same or similar work.

The evaluation of the proposals for this factor will be based on the pertinent performance history of the Offeror and any proposed joint ventures, subcontractors, and consultants. This includes relevant prior and current performance. The evaluation of the proposals for this factor will also be based on past performance of the Offeror through examples of contracts with references submitted by the Offeror substantiating the Offeror's ability to produce and perform with respect to the following criteria: timeliness, quality of work, cost control and responsiveness.

**Factor 4 - Qualifications And Experience Of Key Personnel** –The qualifications of all proposed key personnel.

Proposed key personnel meet or exceed the education and experience requirements for the positions for which each is proposed. The evaluation of the proposals for this factor will be based on the quality and adequacy of the knowledge, skills, pertinent experience of proposed key personnel. The evaluation of the proposals for this factor will also be based on the qualifications the Offeror intends to use to hire additional personnel. Offeror demonstrates that key personnel have required experience or a combination of experience and education, as described in Section L.

#### **M.4 COST/PRICE**

The best value is represented by the most advantageous offer, price and other factors considered. Such offer may not necessarily be the proposal offering the lowest price or receiving the highest technical rating. Cost and price data will be evaluated for reasonableness.

#### **M.5 EVALUATION OF OFFERORS WITHOUT PAST PERFORMANCE**

- a. HUD will evaluate the past performance of all Offerors. **Subcontractors will not be evaluated.** However, the evaluation will **consider** the performance of the Offeror as a business entity ("corporate" performance) as well as the following information:
  1. Proposed key personnel (see Section I, clause 2452.237-70);
  2. Proposed Sub-Contractors who will perform major or critical aspect of the resultant contract; and,
  3. The Offeror's predecessor company(ies), if any.
- b. For Offerors who have no corporate history performing services the same as, or substantially similar to, those required by this solicitation, HUD will evaluate past performance information listed in a.1 through 3 above.
- c. Offerors who have no past performance history information (including the information listed in (a) above), or whose past performance information is unavailable, will receive neither a favorable nor unfavorable evaluation for this factor.

#### **M.6 SOURCE SELECTION PROCEDURES**

In accordance with FAR 15.101-1(a), the Government has determined that when evaluating proposals that the tradeoff process is appropriate. Award shall be made to the Offeror that is deemed responsible in accordance with FAR 9.104 whose proposal conforms to the solicitation's requirements, and is judged to represent the overall best value to the Government. Best value is represented by the most advantageous offer, price and technical factors

considered. Such offer may not necessarily be the proposal offering the lowest cost or receiving the highest technical rating.

In accordance with FAR 15.306(b), HUD may have communications with Offerors before establishing the competitive range. If oral presentations are necessary, they will be held in accordance with FAR 15.102(d). After establishing the competitive range, HUD may conduct exchanges of information (discussions/negotiations). After exchanges are completed, Offerors in the competitive range will be requested to submit Proposal Revisions or Final Proposal Revisions (FPR). Upon submission and evaluation of the FPR, the selection decision will be made and one contract will be awarded. The Government reserves the right to make award of the resulting contract(s) without discussions.

## **M.7 CHECKING OFFEROR PROVIDED REFERENCES**

The Offeror must identify the five (5) most recent contracts, either on going or completed not more than three (3) years ago, that demonstrate performance relevant to the solicitation requirements. If the Offeror has multiple segments (such as divisions, groups, units), the Offeror must provide the most recent contracts performed by the segment that will perform the proposed contract. Contracts for State and local governments, private sector clients, and subcontracts that are similar to the solicitation requirements will be evaluated equally with similar Federal contracts. The Offeror is encouraged to discuss any negative performance issues that occurred during performance of the identified contracts and any corrective actions taken.

For each identified Federal contract, the Offeror must specify the predominant product or service provided under the contract, the contract value, the contract award date, the contract completion date, and the name, title, address, telephone number, fax number, and e-mail address (if available) of a person familiar with the Offeror's performance. For each identified non-Federal contract, the Offeror must identify the predominant product or service provided under the contract, the contract value, and the names, titles, addresses, telephone numbers, fax numbers, and e-mail addresses (if available) of at least two people familiar with the Offeror's performance.

In addition, the Offeror shall prepare and sign a letter to each of these references using the format in Section J, Attachment 1, to this solicitation, and shall prepare a "Past Performance Evaluation Survey" form Section J. The Offeror is to provide the evaluation survey forms with its proposal. Neither the information provided on the references, the letters, nor the evaluation survey forms will be considered "pages" although there is a page limitation placed on the length of proposals.

If the Contracting Officer obtains a "poor" or "unsatisfactory" rating from a reference, or negative past performance information from any other source on which the Offeror has not had a previous opportunity to comment, the Offeror will be afforded the opportunity to comment on the negative information.

If the Offeror is a new entity and none of its principals have ever performed work for others that is similar to the requirements in this solicitation, the Offeror will not be evaluated favorably or unfavorably on the factor of past contract performance.